DATE:

OFFICE OF FINANCE **DELIVERY/RECEIPT** OF FILES

GROUP NO.

NUMBER OF FILES

DELIVERED BY (GROUP REP)

(FINANCE REP) RECEIVED BY

TIME RECEIVED

IN FINANCE

NUMBER OF FILES

RECEIVED BY

(GROUP REP)

TIME RECEIVED BY GROUP REP 1.00 5/20/an

This form must be prepared in duplicate and attached to all incoming files and the Group copy should be brought back to Finance for completion when liles are picked up.